

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 6, 2017 Closing Date: December 13, 2017

**PARALEGAL
Felony Screening Unit, Criminal Division
New Castle County**

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Felony Screening Unit, Criminal Division, in New Castle County. Primary responsibility is to provide paralegal support by reviewing and analyzing legal documents and drafting and writing documents. Paralegal will maintain files, prepare litigation documents and investigate case-related issues and facts and will coordinate research, investigative reports and case preparation for the Deputy Attorneys General. This Paralegal will be expected to maintain the files for the New Castle County Grand Jury, run the Grand Jury hearings in New Castle County on a biweekly basis, and maintain Grand Jury resets and statistics. Applicant must demonstrate strong organizational and computer skills and be able to work accurately and independently within strict time frames with a minimum of direct guidance and supervision.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.